



LABORATORY SUPERVISOR

Purpose:

To manage and coordinate all water and wastewater laboratory activities for the City; to ensure compliance with Federal, State and local requirements; to ensure that the City's laboratory maintains standards and protocol associated with permitting requirements.

Supervision Received and Exercised:

Receives direction from the Environmental Services Administrator or from other supervisory or management staff.

Exercises direct supervision over professional and technical laboratory staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

Supervise, organize and coordinate the activities of the City's water testing laboratory including the development of testing procedures and water quality standards; administer the activities associated with laboratory wastewater testing and analysis related to the Kyrene Reclamation Laboratory and the industrial pre-treatment program.

Develop and monitor the laboratory work plan; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.

Maintain up to date expertise regarding standards and methods for laboratory permitting; administer laboratory quality assurance and quality control; represent Tempe and create/submit documentation required for laboratory regulatory reporting and audits.

Administer budget preparation and implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor the approved budget.

Supervise laboratory staff; hire personnel; provide or coordinate staff training; evaluate employees to recognize full or exceptional performance or to correct deficiencies; implement disciplinary procedures.

Revised September 2001

Revised February 2005 (title, job duties, and range change)

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Coordinate laboratory activities with other City divisions and departments, outside agencies and the public; establish and maintain cooperative-working relationships with those contacted in the course of work.

Interpret and implement regulations such as the Safe Drinking Water Act and the Clean Water Act.

Perform a variety of complex laboratory tests of water and wastewater samples; supervise the collection and testing of samples from water distribution systems to interpret disinfection procedures and for compliance with Federal, State and local standards.

Prepare analytical reports and to interpret test results.

Input, retrieve, analyze and manipulate data using word processing, spreadsheet and graphic applications.

Communicate clearly and concisely, both orally and in writing.

Perform other duties as assigned

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in chemical or bacteriological analyses, including one year of supervisory responsibility.

Training:

A Bachelor's degree from an accredited college or university with major course work in Chemistry, Bacteriology, Biology or a related field.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations Rule 1, Section 103.

Job Code: 6423

Salary Range: 43

FLSA: Exempt

Revised September 2001

Revised February 2005 (title, job duties, and range change)